AGENDA

Library Board of Trustees – Monday, September 21, 2015 – 7:30 P.M.
Location: Williamsburg Room of the Millburn Free Public Library

I. Sunshine Law Announcement
   In accordance with Public Law 1975, Chapter 231, approved October 21, 1975, and known as the “Open Public Meetings Act”, be advised that notice of this meeting has been duly made.

II. Approval of the Minutes of July 20, 2015.

III. Approval of the Bills

IV. Public Comments

V. Director’s Report

VI. Committee Reports

VII. Old Business

VIII. New Business

IX. Executive Session

X. Adjournment
MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
September 21, 2015

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, September 21, 2015 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mr. Eddy, Mrs. Wasserman, Mrs. Eisner, Mrs. Haimoff, Mr. Gaylord, and Mr. Banick. Mr. Freedman was absent.

Mr. Strickler opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mr. Strickler asked for a motion that the minutes of July 20, 2015 be accepted as presented with two corrections. The company Books-Be-Gone was used personally by Mrs. Wasserman and not the Millburn Schools. Second, change January 2016 to in or around January 2016 for the report to the Board from the Strategic Planning Committee. Mrs. Eisner so moved. Mr. Gaylord seconded the motion. All were in favor.

FINANCIAL REPORT:

Mr. Freedman and Mr. Banick compared vouchers to proposed expenditures prior to the meeting.

Vouchers #2051 - #2087 and payrolls as directed by the Township amounting to $240,868.41 and charged to the Library’s appropriation were approved for payment or ratified for payment.

Vouchers #2088 - #2128 and payrolls as directed by the Township amounting to $348,178.32 and charged to the Library’s appropriation were approved for payment or ratified for payment.

Mr. Strickler asked for a motion that the Bill Lists be approved. Mrs. Eisner made a motion to approve the Bill Lists as submitted. The motion was seconded by Mr. Eddy. All were in favor.

The Bill Lists were approved as presented.

The Board asked why there were numerous checks to Gian Marco. These payments are for pizza and drinks for the Teen Peer Meetings and one staff meeting. The Board asked who the vendor DEMCO is. This vendor is used for library supplies. The Board asked what the vendor Midwest Tapes is used for. The vendor is the Library’s primary DVD supplier. The Board asked what the expenditures to Millburn Township are for. These
expenditures are for payroll. The Board asked why the payment to ProLibra is still so high since they approved the conversion of the five employees. Mr. Banick explained that the bill this month was higher because it includes the buyout amount for the five contracts and there were a number of staff absences that needed to be covered. Mr. Banick went on to say that going forward the ProLibra bill will go down.

The Board then held a discussion on the tax bills that residents of Millburn/Short Hills recently received. The new tax bills show a new line item “Library Tax”. Mrs. Haimoff mentioned to the Board that she has received numerous phone calls from concerned residents. Mrs. Haimoff went on to say that there was an error on the County’s level with the preparation of previous Millburn/Short Hills resident’s tax bills, the Library Tax was left off, but that they are correct now. Mrs. Hamioff explained that the Municipal, County, and School portions have always been shown. The “Library Tax” line item is for information purposes only. Mr. Banick explained that, in 2011, a new law required that the Library portion of a resident’s tax bill be listed separately. All else being equal, the Municipal portion of the tax would go down by the same amount as the new Library Tax, the net change would be zero. The Board went on record saying that the tax bill would be more accurate or clearer if it stated “by statute”.

PUBLIC COMMENTS:

Mr. Strickler asked Mr. Banick if he had anything to report to the Board on behalf of the Friends. Mr. Banick said “no”. The Friends are on summer hiatus and will reconvene on Monday, October 5, 2015.

DIRECTOR’S REPORT

The Bank Statement for August 2015 was not received in time for the Balance Sheet to be included in the Board’s September 2015 Meeting Packet. It will be included with their October 2015 packet.

Mr. Banick reported on Buildings & Grounds. The new sound system in Meeting Room A is installed and operational. The new PA system will be installed and working by Friday, September 25th. Restrooms on the first and second floors were painted and cleaned. The HVAC contract for the Library has been renewed for 2016. Carpet squares have been ordered and old worn ones throughout the building have been replaced. The Children’s Department exit door was recently tampered with. In response to this battery operated alarms have been placed on the exit doors. The Maintenance Department is also checking all exits before closing.

The Board then held a detailed discussion on safety at the Library. Installing cameras by these exits doors is one option that was discussed. In closing the Board instructed Mr.
Banick to look into the cost of installing cameras and a burglar alarm system. Mr. Banick will do this and report back to the Board.

The Green Energy Grant that the Library was previously ineligible for has been modified. This means that the Library may become eligible for a 70% subsidy from the State to install a new boiler and lighting. The Library will know more in the next couple of weeks. The Circulation Room had a burning ballast. 911 was called and emergency repairs will take place the week of September 21st to replace all of the lighting in the Circulation work room. The Board asked how the Library will pay for these repairs. Mr. Banick stated that Capital Funds line item in the Library’s Budget will be charged.

Mr. Banick reported on Personnel. Staff was reminded on the Payroll of 9/25/2015 to schedule and use any remaining vacation and personal days for 2015. Librarian Barry Devlin had informed Administration about his plans to retire in March 2016. The five ProLibra employee conversions are complete. Librarian Jen Lemke presented at a BCCLS workshop. The topic was on computer programming for teens. Director, Mr. Banick, has been very busy with the different Library organizations that he is involved with.

Mr. Banick reported on Statistics. Visitation was up 5%. Circulation is up 6.6% YTD. Reference is down 4%. There were 69 Museum Passes used in August and 110 in July. Mr. Banick and the Board went on record to thank the Friends of the Millburn Library for their 100% funding and support of this very popular and successful program.

Mr. Banick reported on Technology. Login issues in the Adult and Children’s Department are being addressed. The 3D printer was out of service. The part was replaced under warranty and the printer is up and running again. The 3D Printer has a new policy in place for its use. The new policy states that printing jobs will only be run after 12:00 p.m. This allows for quiet mornings for patrons. The Board likes the new policy.

Mr. Banick reported on Strategic Planning. Meetings were held during the month of August with two staff focus groups. The Committee still has to meet with two more staff groups and then will begin meeting with focus groups from the public. Mrs. Eisner reported that the focus group she attended in August was very informative and that the staff members were very enthused.

Mr. Banick reported on Programming. The Library had a very good summer. The Children’s Summer Reading Program was up 20% over last year. Teen Summer Reading went from 0 to 86 participants. The Library is most proud of this statistic. The Teen Programming is on solid ground now. Mr. Banick and the Board are very glad to have Librarian, Jen Lemke, here and are very happy with all of her work in making the Teen Programming such a success.
COMMITTEE REPORTS:

The Strategic Planning Committee report was heard under the Director's report portion of the meeting.

The Insurance Committee reported that they were unable to obtain anything in writing from the Township regarding the Insurance Policy for the Library. Mr. Banick reported that he was able to make some headway with the Township. He informed the Board that the policy will renew in the fall. That the contents coverage has been increased from 2.124 million dollars to 3.089 million dollars. The art work in the Library is on a separate floater. The two Duffner paintings located on the first floor of the Library are insured for a half a million dollars each. The other miscellaneous art work in the Library is insured for $70,000.00. A Board member asked when the last time the art work was appraised. They were last appraised in 2010. A Board member asked who the insurer is for the Township. The Township is insured by JIF. Mr. Banick informed the Board that the only version of the Township Policy is a downloadable one, there is no hard copy available from the Township. The Board asked Mr. Banick to see if he can obtain a copy for them. Mr. Banick will ask the Township's Administration. The Board then went on to hold a detailed discussion regarding the JIF's appraisal of the structure and contents of the Library. Items discussed included the last time an appraisal was conducted, the building's current insured value since property values have increased since the last appraisal on file, the possible need for an independent appraisal, and whether the Library can spin off from the Township to have its own insurance. In closing the Board agreed that the Township owns the building and therefore would be responsible for the insurance coverage on it. The Board however, would like the Township Attorney to sign off to this effect. The Board again instructed Mr. Banick to obtain a copy of the Insurance Plan for the Library so that they would be able to easily address all of their questions and concerns. Mr. Strickler thanked Mr. Eddy and Mr. Gaylord for their continued work on the Insurance issue.

OLD BUSINESS:

The Insurance coverage for the Library was discussed in the Committee Report portion of the meeting.

NEW BUSINESS:

There was no New Business.

The Board went into Executive Session at 8:10 p.m. to discuss personnel matters.

The Board came back into Regular Session at 8:40 p.m.
Mr. Strickler asked for a motion to increase the Director’s Base Pay by $8,000.00 retro to January 1, 2015. Mrs. Eisner so moved. The motion was seconded by Mrs. Wasserman. The motion carried by a vote of 4 yea and 2 abstentious.

Mr. Strickler asked if there was any further business before the Board before adjournment.

Seeing none Mr. Strickler requested a motion to adjourn the meeting. Mr. Gaylord “so moved”. Mrs. Wasserman seconded. All were in favor.

The meeting adjourned at 8:45 p.m.

Respectfully Submitted,

Patricia Giambattista